Delaware HISTORICAL SOCIETY

# Delaware Historical Society Window Display Guide

Window Display Options

The Delaware Historical Society has two large display windows that may be used to display objects, posters, or a combination of both.

To the right is an aerial view layout of the window:

The notch on the side facing Market Street indicates a metal bar separating two panels of glass.

facing Market Street

9'10"

4'9"

1'10"

13'2"

opens into museum lobby
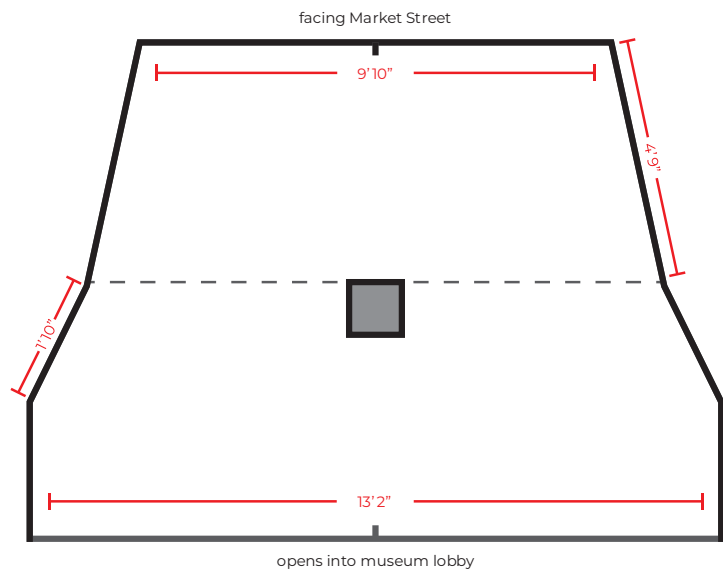
Objects

DHS does not recommend the use of historic, rare, fragile items as the windows are not UV or temperature protected and items may fade or overheat over time.

Fill out the release form for all items **here**.

Installation

- Coordinate with contact to pick date(s) for install and removal.
- If assistance is needed in installing the display, please inform DHS in advance.

Provide all relevant information via Google Drive folder by agreed upon deadline (unless an alternative method is agreed upon). Fill out all relevant information on our **Window Display Content Template**.

- Captions/descriptions must be provided for each object (clearly indicate which object the caption is associated with using the Window Display Content Template).
- QR code can be displayed to direct viewers to further information/resources/organization website.

DHS has structural items that may be utilized for the display (please inquire if needed). The pillar (in the middle of the window) and walls can be utilized to hang objects with damage-free command strips.

Window display with objects (with secondary posters on the side windows):

Posters

The typical poster size is 36" w x 80" h. While the height can change, the width **must** be 36" due to the size of the hanging rods.

An even number of posters is required. We recommend creating 4 posters to completely fill the windows or 2 to be displayed in the front facing windows.

The following materials and information are **required,** and all must be submitted by agreed upon deadline. Failure to meet the agreed upon deadline may cause delays or cancelation of the display. All materials and information must be provided via Google Drive folder link unless an alternative method is agreed upon. Materials and information required include (but are not limited to):

- title
- body copy
- images (high resolution, either public domain or given with permission)
- captions (clearly indicate which image the caption is associated with using the Window Display Content Template).
- desired design elements (if applicable)
- logos

Window display made up of four posters:

Video (optional)

In a smaller window to the right of the building, DHS has a TV that can be used to incorporate video footage relating to the content of your display. This TV is muted and captions are enabled. If you would like to show video footage, please provide a file for us to upload to a private YouTube playlist.

If you would like to add wording to describe the project or a QR code to more videos/content, please provide (using the Window Display Content Template).

Videos provided must have subtitles embedded in the video or Youtube autogenerated subtitles will be used.

Museum incorporation (optional)

If you would like to incorporate a secondary display within the museum, space may be provided depending on size, timing, and availability of cases, display walls, and stands.

Availability may vary.

Photos Courtesy of the Brandywine School District.

Credit line

A credit line should be added to one of your posters or on a separate small poster. Please use the below outline and provide finalized wording on the [Window Display Content Template](#):

> "The [banners or objects] on display were created by/in partnership with [CULTURAL GROUP OR ORGANIZATION NAME] in celebration/recognition/acknowledgment of [PURPOSE FOR BANNER CREATION] [YEAR]. " [Include credit line here if any images do not belong to DHS or partner.]